Forklift Operation Course: Safe and Efficient Forklift Handling.

7 – 11 November 2027
Amman (Jordan)



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Introduction.

The Forklift Operation Course: Safe and Efficient Forklift Handling is designed to develop the practical skills and operational knowledge required to operate forklifts safely and efficiently in warehouses, storage facilities, factories, ports, construction sites, and distribution centers. Forklifts are essential equipment in work environments that depend on material handling, loading, unloading, stock movement, and internal logistics operations.

Forklift operation is not limited to driving the equipment. It requires a clear understanding of safety rules, load limits, center of gravity, daily inspection, risk control, movement routes, slopes, visibility limitations, and safe lifting practices that protect people, materials, and workplace assets.

This course provides a complete training framework that helps participants understand forklift operator responsibilities, apply safe operating procedures, conduct pre-use inspections, handle different types of loads, and improve operational discipline in active work environments. It also focuses on practical application through workplace scenarios, common operating errors, emergency situations, and performance-based exercises.

The course is suitable for professionals working in warehouses, supply chains, manufacturing, oil and gas, construction, ports, logistics, occupational safety, and operational supervision roles that require better control over lifting and internal material handling equipment.

Course Objectives

By the end of this course, participants will be able to:



- Understand the fundamentals of forklift operation in different work environments.
- Identify the main components of a forklift and their operational functions.
- Apply safety procedures before, during, and after operation.
- Conduct daily forklift inspections in a structured manner.
- Identify risks associated with forklift operation.
- Understand load limits, center of gravity, and their impact on equipment stability.
- Handle different types of loads safely and appropriately.
- Apply traffic rules inside warehouses and operational areas.
- Operate forklifts in aisles, turns, narrow spaces, and active work zones.
- Lift, lower, and move materials according to safe operating procedures.
- Handle slopes and uneven surfaces with proper caution and control.
- Understand signs and warnings related to forklift operating areas.
- Improve coordination between forklift operators, supervisors, and site workers.
- Apply response procedures during equipment faults or emergency situations.
- Reduce accidents and damage caused by unsafe or incorrect operation.
- Support material handling and storage efficiency in operational environments.

Course Outlines

Day 1: Forklift Fundamentals and Safe Operating Responsibilities.

- Understanding the role of forklifts in warehouses and operational sites.
- Identifying different types of forklifts and their uses.
- Recognizing the main components of a forklift and their functions.
- Understanding the responsibilities of the forklift operator before, during, and after operation.
- Reviewing general safety rules in forklift operating areas.
- Identifying the most dangerous unsafe practices during operation.
- Understanding the relationship between safety, productivity, and material damage reduction.
- Reviewing safe workplace requirements for forklift operation.
- Discussing common forklift incidents and their direct causes.
- Practical activity on identifying operating risks in a simulated workplace.

Day 2: Daily Inspection and Forklift Readiness Management.

- Conducting external forklift inspection before operation.
- Inspecting tires, forks, chains, brakes, lights, and warning devices.
- Checking the seat, seat belt, mirrors, and control panel.
- Reviewing fluid levels and performance indicators according to forklift type.
- Identifying fault signs that prevent safe equipment use.
- Documenting daily inspection results clearly.
- Reporting faults and technical observations through the correct reporting line.
- Understanding the difference between minor defects and serious operating risks.
- Applying a pre-operation inspection checklist.
- Practical training on preparing a daily forklift inspection report.



Day 3: Stability, Load Limits, and Safe Material Handling.

- Understanding the center of gravity and its effect on forklift stability.
- Reading the load capacity plate and understanding approved lifting limits.
- Analyzing the relationship between load weight, lifting height, and load center distance.
- Identifying risks of overloading or uneven loading.
- Selecting the right lifting method based on load type and shape.
- Securing the load before movement and confirming its stability.
- Lifting and lowering loads according to safe operating steps.
- Handling long, heavy, or irregularly shaped materials.
- Avoiding tip-over risks caused by speed, turning, or poor load distribution.
- Practical activity on assessing a load and selecting a safe handling method.

Day 4: Site Driving and Operational Movement Control.

- Driving forklifts inside warehouses and narrow aisles.
- Controlling speed at intersections, turns, and pedestrian areas.
- Following movement routes, floor markings, and warning signs.
- Managing limited visibility when carrying high or large loads.
- Using warning devices and mirrors during site movement.
- Driving on slopes and uneven surfaces safely.
- Maintaining safe distance from people and other equipment.
- Managing movement during loading and unloading near vehicles and platforms.
- Applying safe stopping and correct parking procedures.
- Practical exercise on planning and managing a safe forklift movement route.

Day 5: Emergency Situations, Practical Assessment, and Performance Improvement.

- Responding to sudden faults during forklift operation.
- Applying emergency stop procedures when immediate danger exists.
- Understanding the correct response when a load falls or becomes unstable.
- Handling incidents and reporting them according to workplace procedures.
- Reviewing operator responsibilities in protecting people and property.
- Analyzing common operating errors and developing prevention actions.
- Assessing operator performance in inspection, driving, lifting, and material movement.
- Conducting a full practical exercise simulating a complete forklift operation cycle.
- Preparing individual improvement notes based on practical performance.
- Final review of safety rules and effective operating practices.



Why Attend this Course: Wins & Losses!

- Build a clear practical understanding of forklift operation fundamentals.
- Improve the ability to operate forklifts safely and with discipline.
- Reduce incidents related to handling, loading, and site movement.
- Increase awareness of risks related to unstable or unbalanced loads.
- Improve the quality of daily pre-operation inspections.
- Reduce equipment faults caused by poor use.
- Improve material movement efficiency inside warehouses and work sites.
- Support organizational compliance with occupational safety procedures.
- Improve coordination between equipment operators, supervisors, and workers.
- Reduce material and goods damage during lifting and transport.
- Strengthen the ability to respond to emergency situations.
- Support productivity through safer and more organized operation.

Conclusion

The Forklift Operation Course: Safe and Efficient Forklift Handling provides a practical training framework for developing forklift operation skills with a strong focus on safety, efficiency, and operational discipline. The course begins by explaining the role of forklifts in work environments, then moves into equipment components, operator responsibilities, and essential safety rules that must be applied before, during, and after operation.

The program then focuses on daily forklift inspection as a key step for preventing faults and reducing risks. Participants learn how to inspect tires, forks, brakes, warning devices, the control panel, and the general condition of the equipment, while documenting observations and reporting faults correctly.

The course also covers load stability and balance, which are among the most important factors affecting safe forklift operation. Participants learn how to read load limits, understand the center of gravity, handle different types of loads, and avoid practices that may lead to instability or tip-over.

The program then moves into site driving, route control, movement inside aisles, turns, slopes, and pedestrian areas. The final day brings all learning areas together through emergency response, practical assessment, and analysis of common operating errors.

By the end of the course, participants will be better prepared to operate forklifts safely, conduct daily inspections, manage loads correctly, reduce risks, protect people and property, and improve material handling efficiency in warehouses and operational sites.

